

Risk Assessment for John Hall Venice Course 2025

Assessment undertaken: Jan 2024

Assessment review date: Jan 2025

Location	Description of Hazard	Likelihood	Seriousness	Control measures in place
Travel - General	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Separation from group 	Medium	Low	<ul style="list-style-type: none"> Regular inspections of paths, steps and walkways Staff trained in Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Staff trained in child protection measures and ongoing training is organised Adequate levels of supervision as per Trips Policy (Tudor Hall staff handbook) Party Leader (Charlie Hall) to explain procedure to adopt in case of separation. Regular head counts carried out by all group leaders Mobile phones to be carried by all Group Leaders Charles Hall to have list of all members of the party and their mobile phone numbers. General safety measures given to students before visit Code of student behaviour agreed with director and students before course (Info 1 & Info 2)
Safeguarding of students in public places	<ul style="list-style-type: none"> Possibility of abduction/ assault by member of the public 	Low	High	<ul style="list-style-type: none"> On site emergency and child protection procedures in place Course staff responsible for location and supervision of their group at all times CCTV in operation around the Museums and galleries General safety measures given to students before visit before commencement of the Course
Travel between cities	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Possibility of 	Low	Med	<ul style="list-style-type: none"> Regular inspections of carriage, steps and walkways and area is kept clean and debris free Staff trained in First Aid Staff trained in child protection measures and ongoing

	<p>abduction/ assault by member of the public</p> <p>Getting off the train at the wrong station</p>			<p>training is organised</p> <ul style="list-style-type: none"> • All activities supervised by Group leaders • Group leaders to give verbal warning if inappropriate behaviour spotted • General safety measures given to students before visits • Code of student behaviour agreed with Course and students before commencement of Course • Group leaders to be especially alert at all stations
Roads	<ul style="list-style-type: none"> • Personal injury through slips, trips & falls • Accident crossing road resulting in death or injury 	Low	High	<ul style="list-style-type: none"> • Group leaders to walk ahead, with and behind students • Staff trained in First Aid • Follow procedures for crossing roads • Group leaders to give verbal warning if inappropriate behaviour spotted • General safety measures given to students before visit • Code of behaviour agreed with group leaders and students before visit
Museum wide	<ul style="list-style-type: none"> • Handling Objects 	Low	Low	<ul style="list-style-type: none"> • Regular inspections of objects in Museum • Barriers to prevent access to some objects • Staff familiar with Museum Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Visitor Services Officer is a qualified First Aider and Duty Managers are “appointed” persons • Staff trained in child protection measures and ongoing training is organised. • Group leaders in contact with reception staff and Duty Managers during opening hours • Visitor Assistants invigilating ground floor and first floor when open to the public • All activities supervised by teachers and Parents/Carers • Visitor Assistants to give verbal warning if inappropriate behaviour spotted • CCTV in operation around the Museums. • General safety measures given to school before visit • Code of pupil behaviour agreed with group leaders and

				students before visit
Museum wide	<ul style="list-style-type: none"> Running with clipboard and/or sharp pencils 	Low	Med	<ul style="list-style-type: none"> Regular inspections of paths, steps and walkways Group leaders familiar with Museum Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Visitor Services Officer is a qualified First Aider and Duty Managers are “appointed” persons Staff trained in child protection measures and ongoing training is organised Group leaders in contact with reception staff and Duty Managers during opening hours Visitor Assistants invigilating foyer/reception area, ground floor and first floor when open to the public All activities supervised by group leaders Visitor Assistants to give verbal warning if inappropriate behaviour or running spotted CCTV in operation around the Museum General safety measures given to school before visit Code of pupil behaviour agreed with group leaders and students before visit
Shop areas in museums and in other city areas	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Theft or damage to shop stock Need for adult assistance 	Low	Med	<ul style="list-style-type: none"> Weekly stock take and regular housekeeping of shop Group leaders familiar with Museum Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Visitor Services Officer is a qualified First Aider and Duty Managers are “appointed” persons Staff trained in child protection measures and ongoing training is organised Group leaders in contact with Duty Managers during opening hours Visitor Assistants invigilating reception area and shop when open to the public All activities supervised by group leaders Visitor Assistants to give verbal warning if inappropriate or suspicious behaviour spotted Shop theft policy and procedures in place CCTV in operation around the Museum General safety measures given to group before visit

				<ul style="list-style-type: none"> Code of behaviour agreed with group leaders and students before visit
<p>Museum Toilets</p> <p>Museum wide</p>	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Possibility of abduction/assault by member of the public Need for adult assistance Unable to lock door Misbehaviour 	Low	Med	<ul style="list-style-type: none"> Toilets cleaned daily and inspected on a regular basis by Visitor Assistants Procedures in place for cleaning up spillages Lock can always be opened from outside by staff Group leaders familiar with Museum Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Visitor Services Officer is a qualified First Aider and Duty Managers are “appointed” persons Staff trained in child protection measures and ongoing training being organised Group leaders in contact with Duty Managers during opening hours Visitor Assistants invigilating foyer/reception area when open to the public Students supervised by group leaders Disabled toilet has an alarm Visitor Assistants to give verbal warning if inappropriate behaviour can be heard at reception General safety measures given to school before visit Code of behaviour agreed with group leader and student before visit
Environment	<ul style="list-style-type: none"> Possibly cold and wet Possibly sunny and hot (Sunburn) 	<p>Medium</p> <p>Low</p>		<ul style="list-style-type: none"> Group leaders to ensure that students are dressed appropriately in warm and / or waterproof clothes by asking that parents ensure students bring necessary clothing Group leaders to ensure that, in the case of sunshine, students have adequate sunscreen and sun hats. General safety measures given to students before visit Code of student behaviour agreed with Group Leader before visit

				<ul style="list-style-type: none"> Code of pupil behaviour agreed with group leaders and students before visit
Lecture Theatre Istituto	<ul style="list-style-type: none"> Personal injury through slips, trips & falls Possibility of abduction/assault by member of the public Need for adult assistance Unable to lock door Misbehaviour 	Low	Med	<ul style="list-style-type: none"> Toilets cleaned daily and inspected on a regular basis by Visitor Assistants Procedures in place for cleaning up spillages Lock can always be opened from outside by staff Group leaders familiar with Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Visitor Services Officer is a qualified First Aider and Duty Managers are “appointed” persons Staff trained in child protection measures and ongoing training being organised Group leaders in contact with Venue Managers during opening hours Visitor Assistants invigilating foyer/reception area when open to the public Students supervised by group leaders Disabled toilet has an alarm Visitor Assistants to give verbal warning if inappropriate behaviour can be heard at reception General safety measures given to students on the first day Code of pupil behaviour agreed with group leader and students before visit
Hotels	<ul style="list-style-type: none"> Possibility of damage caused by students 	Medium Low		<ul style="list-style-type: none"> Group leaders to ensure that students are aware of hotel rules Group leaders to ensure that any breakages are reported to hotel staff and Charlie Hall immediately General safety measures given to students on arrival at hotels Code of pupil behaviour agreed with Course and students upon check in.

				<ul style="list-style-type: none"> Code of pupil behaviour agreed with group leaders and students before visit
COVID -19	<ul style="list-style-type: none"> Infection and Spread of virus 	Low	Med	<ul style="list-style-type: none"> ALL students to have access to Rapid Flow test Tests to be carried out at Lecture Hall If a positive test is revealed the student will need to return to hotel and isolate until a second test is carried out If a second (Rapid Flow) test is positive the student will require a PCR test and will need to isolate for five (5) days Staff trained in child protection measures and ongoing training being organised Any student testing positive for COVID-19 will remain in their room and be fed there. Course Leader (C.Hall) will regularly check on well-being of student Students supervised by group leaders Each room has an alarm Students will be expected to adhere to COVID-19 regulations. General safety measures given to students before visit Code of pupil behaviour agreed with group leader and student before visit
Environment	<ul style="list-style-type: none"> Interaction with members of the public in squares and bars/ restaurants 	Medium Low		<ul style="list-style-type: none"> Group leaders to ensure that students behave appropriately Group leaders to ensure that students follow the local laws General safety measures given to students at the commencement of the Course Code of pupil behaviour agreed with students and Course leader at the beginning of the Course

				<ul style="list-style-type: none"> Code of pupil behaviour agreed with group leaders and students before visit
Extra Mural Classes	<ul style="list-style-type: none"> Personal injury through slips, trips & falls 	Low	Med	<ul style="list-style-type: none"> Tutor will explain risks and safety issues before each class Procedures in place for cleaning up spillages Secure and safe lavatories available Group leaders familiar with Museum Health & Safety procedures and know who to go to for First Aid and where First Aid Kits are. Visitor Services Officer is a qualified First Aider and Duty Managers are “appointed” persons Staff trained in child protection measures and ongoing training being organised Tutors in contact with Course Leaders during classes Students supervised by tutors Breakages must be immediately reported to Tutor Tutor to give verbal warning if inappropriate behaviour occurs General safety measures given to students before visit Code of pupil behaviour agreed with group leader and student before visit
Studios & Kitchen	<ul style="list-style-type: none"> Personal injury Need for adult assistance Allergic Reaction to food (Cookery Classes) Misbehaviour 			
Extra Mural Classest	<ul style="list-style-type: none"> Clothing required for classes Misbehaviour 	Medium Low		<ul style="list-style-type: none"> Group leaders to ensure that students are dressed appropriately in appropriate clothes by asking that parents ensure students bring necessary clothing Group leaders to ensure that, in the case of sunshine, students have adequate sunscreen and sun hats. General safety measures given to school before visit Code of pupil behaviour agreed with teacher and children before visit